

Governor's Campus Preparedness Conference

August 3, 2009

Exhibitor Agreement Form

- LOCATION:** Virginia Commonwealth University
Student Commons Building
907 Floyd Avenue
Richmond, Virginia 23284
(Virginia Ballroom)
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Exhibitors will have access to the VCU Student Commons from 4:00 PM - 7:00 PM on Sunday, August 2, 2009 for set-up.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.
Exhibits must be removed by 5:00 PM on Monday, August 3, 2009.
- PROVISIONS:** One exhibit space (approximately 8' x 10' total space); one 6' x 2' skirted table; two chairs.
- FEE:** The **\$1000 exhibit fee** includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops) and scheduled meals and breaks. **No refunds will be issued after July 27, 2009.**

NOTE: If your exhibit size is larger than the provisions noted above, you may be required to pay for a double booth at a cost of \$2000. Please contact Karen Sullivan at (804) 786-9047 or karen.sullivan@dcjs.virginia.gov to discuss. Extra provisions will not be made available the day of the conference.

Vendor space is **FIRST COME, FIRST SERVED.** The **exhibit fee MUST accompany this agreement in order for space to be reserved.** Checks are to be made payable to "Treasurer of Virginia" and should be received by Karen Sullivan **no later than Monday, July 20** at the address below:

Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219
ATTN: Karen Sullivan

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Business Name: _____

Address: _____

Phone Number: _____

Contact Person: _____ E-Mail: _____

Will your exhibit require electrical service? _____ Yes _____ No

Will your exhibit require Internet service? _____ Yes _____ No

Do you have any other special requirements? (extra fees may apply) _____ Yes _____ No

If Yes, please describe: _____

Have you enclosed your check, payable to "Treasurer of Virginia"? ☐ Yes ☐ No

Please list your designated attendee(s) so they may be registered for the conference once payment is received.

Name	Title
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Name	Title
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Name	Title
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Name	Title
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If additional space is needed, please attach a separate sheet of paper